



Secure Public Health Electronic Record Environment

SPHERE Data Entry for the Early Childhood Systems MCH Core Competencies



**Wisconsin Department of Health Services
Division of Public Health
Bureau of Community Health Promotion
Maternal and Child Health Program**

MCH Core Competencies and SPHERE Data Entry

Revised for 2013

MCH Core Competency - Important Things to Remember

- The MCH Core Competencies tool is required for all agencies with a MCH Contract for the Early Childhood Systems objectives.
- Only one (1) MCH Core Competency tool needs to be completed per agency even if your agency is doing both Initiatives – Wisconsin Healthiest Families Initiative (WHFI) and Keeping Kids Alive (KKA).
- The tool must be completed as a measurement of agency competencies not individual competencies. Therefore only one will be completed in SPHERE per agency.
- There are no role restrictions as to who can access this screen in SPHERE.
- Initial completed and marked as ‘Completed’ by January 31, 2013.
- Discussed during mid-year review.
- Updated by selecting ‘Add New’ in SPHERE throughout the year.
- Must be updated in SPHERE and marked as ‘Final for Contract Year’ by contract reporting deadline (January 31, 2014).
- For the tool to be marked as ‘Final for Contract Year’ all competencies that your agency plans to work on this contract year must have an explanation for how the competency will be developed or applied to its work.

MCH Core Competency Data Entry in SPHERE

Accessing the Tool in SPHERE:

This screen is its own tab on the left-hand menu called **MCH Core Competencies**. Once you click on ‘Activities’ you will see the tab for MCH Core Competencies.



Once you click on the Activities tab you will get the following dropdown menu and you will see the MCH Core Competencies tab:



Once you click on the MCH Core Competencies tab you will get the following screen:

SPHERE

SPHERE Home
Activities
Individual/HH
Follow-up
Community
System
Data Export
Brief Contact
MCH Core Competencies
WHFI Partnership Tool
Reports
Administration
Log Out

MCH Early Childhood Systems Competency Tool

Contract Year	Date	Completed	Final for Contract Year
---------------	------	-----------	-------------------------

Add New

Next you will click on 'Add new':

SPHERE

SPHERE Home
Activities
Individual/HH
Follow-up
Community
System
Data Export
Brief Contact
MCH Core Competencies
WHFI Partnership Tool
Reports
Administration
Log Out

MCH Early Childhood Systems Competency Tool

Contract Year	Date	Completed	Final for Contract Year
---------------	------	-----------	-------------------------

Add New

You will then get the following screen:

SPHERE

SPHERE Home
Activities
Individual/HH
Follow-up
Community
System
Data Export
Brief Contact
MCH Core Competencies
WHFI Partnership Tool
Reports
Administration
Log Out

MCH Early Childhood Systems Competency Tool

General Information:

Name of Agency: _____

Date: / /

Contract Year:

Continue Return to List

On this screen you will enter the Date and the Contract Year in which you are doing the MCH Core Competencies tool.

Once you have entered those fields you will have two options: 'Continue' or 'Return to List'. At this point if you click on 'Return to List' you will have lost the information that you have entered. So after entering the date and contract year you will want to click on 'Continue'. If you click on 'Continue' without having information filled in on this screen you will get the following messages:

The first screenshot shows the 'General Information' section with the 'Date' field empty. A yellow warning icon and the message 'Date is a required field.' are displayed. The second screenshot shows the 'Contract Year' field empty, with a similar error message: 'Contract Year is a required field.' Both screenshots include a 'Continue' button and a 'Return to List' button.

Once you have the 'Date' and 'Contract Year' completed and you click on 'Continue' you will be taken to the screen that contains all of the MCH Core Competencies:

The screenshot shows the main interface of the MCH Early Childhood Systems Competency Tool. It includes a sidebar with navigation links like 'SPHERE Home', 'Activities', 'Individual/HH', 'Follow-up', 'Community', 'System', 'Data Export', 'Brief Contact', 'MCH Core Competencies', 'WHFI Partnership Tool', 'Reports', 'Administration', and 'Log Out'. The main content area displays 'Domain Navigation Links' and the 'General Information' section. Callout boxes provide additional information: one points to the 'Domain Navigation Links' stating 'If you click on a link you will be taken to that part of the tool.'; another points to the 'Update' and 'Return to List' buttons stating 'Links to Information.'; a third points to the '1. MCH Knowledge Base' section stating 'Click to get the Definition and Key Knowledge Areas.'; a fourth points to the 'Skill Level' dropdowns stating 'For any Skill Level of 1, 2, 3, or 4 marked 'Plan to work on this competency this contract year' you must have entered an explanation for how the competency will be developed or applied to your work in order to mark it as 'Final for Contract Year'.'; and a fifth points to the 'Request technical assistance' checkbox stating 'This is what had to be completed by January 31, 2013.'

NOTE: The following information had to be entered by January 31, 2013 – **Skill Level** and whether you ‘*Plan to work on this competency this contract year*’ or ‘*Not focusing on this competency this contract year*’.

Agencies also had the option to – ‘**Request technical assistance**’. Please see **red** box below for this information.

1. MCH Knowledge Base
[Top] [Bottom]

1a. Demonstrate the use of a systems approach to explain the interactions among individuals, groups, organizations and communities.

Please rate your agency's collective skill level.
Skill Level: ☐ 1-Novice ☐ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert

☐ Plan to work on this competency this contract year ☒ Request technical assistance
☐ Not focusing on this competency this contract year

What is your agency doing to develop this competency? Check type of participation. Enter specific examples in the text box. Please enter only one example per text box.

☐ Face-to-face training
☐ Conference workshop
☐ Staff in-service
☐ Live Webcast
☐ Archived webcast
☐ Professional reading
☐ Mentored by peers

How has your agency applied this competency to its work? ☐ No Application [Remove](#)

[Add another application](#)

Example of when you click on a link such as [Purpose of this tool](#) you will get the following information:

MCH Early Childhood Systems Competency Tool:

Purpose of this Tool

- To facilitate agency level discussions regarding **collective knowledge** and ability to implement MCH Early Childhood Systems deliverables.
- To serve as a **planning tool** for agencies in targeting professional development opportunities designed to support the MCH Early Childhood Systems Initiative.
- To encourage **identification of opportunities** for training and mentorship, locally and statewide.
- To meet **requirements** of Contract/Objective Input Activities.

Close Print

Note: You will always be provided with the option to **Print** the information.

Some of the information contains links to websites. Clicking on this link will open that web site in a new window as shown in the example below and at the top of the next page.

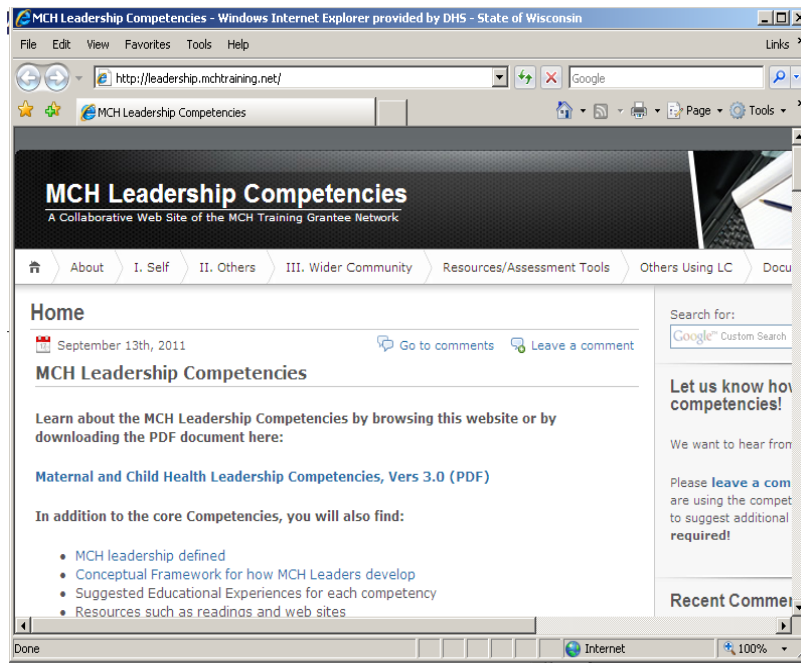
MCH Early Childhood Systems Competency Tool:

Design Considerations

- The MCH Early Childhood Systems Competencies are based on:
 - Maternal and Child Health Leadership Competencies (<http://leadership.mchtraining.net/>)
 - Core Competencies for Public Health Professionals (http://www.phf.org/resourcestools/Pages/Core_Public_Health_Competencies.aspx)
 - Quad Council Competencies for Public Health Nurse Practice
 - Children's Trust Fund WI Core Competencies in the Field of Family Support (<http://wctf.state.wi.us/index.php?section=communitynorms~corecomp>)
- The MCH Leadership Competencies were determined to be the best organizing framework for Early Childhood Systems work.
- The final list of competencies is based on specific deliverables under the MCH Early Childhood Systems Initiative and on feedback from the field (training survey results, narrative survey responses, and a survey that rated the relevancy of proposed competencies to Early Childhood Systems work).

Close Print

Clicking on this link will open that web site in a new window shown on next page.



Clicking on a Domain such as [MCH Knowledge Base](#) will provide you with the **Definition** and the **Key Knowledge Areas** as shown in the example below:

1. MCH Knowledge Base

1a. Demonstrate the use of a systems approach to explain the interactions among individuals, groups, organizations and communities.

Please rate your agency's collective skill level.

Skill Level: ☐ 1-Novice ☒ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert

What is your agency doing to develop this competency? Check type of participation. Enter specific examples in the text box. Please enter only one example per text box.

☐ Face-to-face training [Add](#)
☐ Conference workshop [Add](#)
☐ Staff in-service [Add](#)
☐ Live Webcast [Add](#)
☐ Archived webcast [Add](#)
☐ Professional reading [Add](#)
☐ Mentored by peers [Add](#)

How has your agency applied this competency to its work?

[Add another application](#)

MCH Early Childhood Systems Competency Tool:

MCH Knowledge Base

DEFINITION

MCH is a specialty area within the larger field of public health, distinguished by:

- Promotion of the health and well-being of all women, children, adolescents, fathers, and families, especially in disadvantaged and vulnerable populations
- A life cycle approach to theory and practice. The life cycle framework acknowledges that there are distinct periods in human development that present both risks and opportunities to intervene to make lasting improvements.

MCH focuses on individuals and populations, on health promotion and prevention, and on family-centered systems of care in communities.

KEY KNOWLEDGE AREAS

- The history and current structure of the key MCH programs serving women, families and children.
- The core values and strategic objectives that necessitate a special focus on the MCH populations. These core values and strategic objectives include a focus on prevention, individuals and populations, cultural competence, family-centered and community-based systems of services, elimination of health disparities, and evidence-based practice.
- The services available through major MCH programs and their limitations and gaps.
- The underlying principles of public health and population data collection and analysis and the strengths, limitations, and utility of such data.
- How programs that focus on particular populations or communities and those that focus on delivery of individual health services work synergistically to improve the health of the Nation.

Close

Print

Note: You will always be provided with the option to **Print** the information.

Entering data for each competency:

You will first be required to enter the **Skill level**. The definitions for the ‘Skill level’ can be found under **Reporting Tips**.

MCH Early Childhood Systems Competency Tool

General Information: Update Return to List

Name of Agency:
Date: / /
Contract Year:
Completed: ☐ Final for Contract Year: ☐
[Purpose of this Tool](#) [Design Considerations](#) [Reporting Tips](#)

1. MCH Knowledge Base [Top] [Bottom]

1a. Demonstrate the use of a systems approach to explain the interactions among individuals, groups, organizations and communities.
Please rate your agency's collective skill level.
Skill Level: ☐ 1-Novice ☐ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert
☐ Plan to work on this competency this contract year ☐ Request technical assistance
☐ Not focusing on this competency this contract year
What is your agency doing to develop this competency? Check type of participation. Enter specific examples in the text box. Please enter only one example per text box.
☐ Face-to-face training
☐ Conference workshop
☐ Staff in-service
☐ Live Webcast
☐ Archived webcast
☐ Professional reading
☐ Mentored by peers
How has your agency applied this competency to its work? ☐ No Application Remove

[Add another application](#)

1b. Demonstrate a working understanding of the MCH Life Course Model.
Please rate your agency's collective skill level.
Skill Level: ☐ 1-Novice ☐ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert
☐ Plan to work on this competency this contract year ☐ Request technical assistance
☐ Not focusing on this competency this contract year
What is your agency doing to develop this competency? Check type of participation. Enter specific examples in the text box. Please enter only one example per text box.

After you have entered the skill level and if you have entered a level of 1, 2, 3, or 4 you will need to answer whether you ‘*Plan to work on this competency this contract year*’ or ‘*Not focusing on this competency this contract year*’. **NOTE:** This is the requirement for being able to mark the tool as complete. There is also an option for ‘Request technical assistance’ if you select ‘*Plan to work on this competency this contract year*’. Selecting “Request technical assistance” will initiate a follow-up request to MCH Central and Regional Office staff.

1. MCH Knowledge Base [Top] [Bottom]

1a. Demonstrate the use of a systems approach to explain the interactions among individuals, groups, organizations and communities.
Please rate your agency's collective skill level.
Skill Level: ☐ 1-Novice ☐ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert
☐ Plan to work on this competency this contract year ☐ Request technical assistance
☐ Not focusing on this competency this contract year
What is your agency doing to develop this competency? Check type of participation. Enter specific examples in the text box. Please enter only one example per text box.
☐ Face-to-face training
☐ Conference workshop
☐ Staff in-service
☐ Live Webcast
☐ Archived webcast
☐ Professional reading
☐ Mentored by peers
How has your agency applied this competency to its work? ☐ No Application Remove

[Add another application](#)

NOTE: The checkbox for ‘Request technical assistance’ will only be available if you check ‘Plan to work on this competency this contract year’ and if you have selected Skill Level 1, 2, 3, or 4.

Requesting Technical Assistance:

- Date of request and reply are recorded and repeat requests for assistance may be made as shown on the screenshot below:

1. MCH Knowledge Base [Top] [Bottom]

1a. Demonstrate the use of a systems approach to explain the interactions among individuals, groups, organizations and communities.

Please rate your agency's collective skill level.
Skill Level: ☐ 1-Novice ☒ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert

☒ Plan to work on this competency this contract year ☐ Request technical assistance

☐ Not focusing on this competency this contract year

Requested: 04/11/2012
Responded: 04/20/2012
Resolved: 08/14/2012

Requested: 03/11/2012
Resolved: 03/22/2012

Who did you contact for technical assistance or by whom were you contacted in response to your request? (Check all that apply)

☐ DPH Staff

- When you select that you 'Plan to work on this competency this contract year' you have the option to select 'Request Technical Assistance'. If you check the box for 'Request Technical Assistance' an e-mail will be automatically generated to the MCH Central Office Negotiator and the Regional Office Staff person for your particular region. When the box is checked the date of the request will be displayed on your screen as shown in the example below:

1. MCH Knowledge Base [Top] [Bottom]

1a. Demonstrate the use of a systems approach to explain the interactions among individuals, groups, organizations and communities.

Please rate your agency's collective skill level.
Skill Level: ☒ 1-Novice ☐ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert

☒ Plan to work on this competency this contract year ☒ Request technical assistance

☐ Not focusing on this competency this contract year

Requested:03/05/2012

MCH Central and Regional Office staff have a screen in SPHERE that will display the agencies requesting technical assistance and what competencies they are requesting technical assistance for. They will have the ability to mark that they have responded to the technical assistance and it will be shown as follows when they have responded:

1. MCH Knowledge Base [Top] [Bottom]

1a. Demonstrate the use of a systems approach to explain the interactions among individuals, groups, organizations and communities.

Please rate your agency's collective skill level.
Skill Level: ☒ 1-Novice ☐ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert

☒ Plan to work on this competency this contract year ☐ Request technical assistance

☐ Not focusing on this competency this contract year

Requested:03/07/2012
Response:03/23/2012

- There is a place to enter information about the Technical Assistance that you requested and if you received that assistance for each competency in which you requested Technical Assistance:

1. MCH Knowledge Base [Top] [Bottom]

1a. Demonstrate the use of a systems approach to explain the interactions among individuals, groups, organizations and communities.

Please rate your agency's collective skill level.
Skill Level: ☒ 1-Novice ☐ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert

☒ Plan to work on this competency this contract year ☐ Request technical assistance

☐ Not focusing on this competency this contract year

Requested:03/07/2012
Response:03/23/2012

Who did you contact for technical assistance or by whom were you contacted in response to your request? (Check all that apply)

☐ DPH Staff

☐ UW Extension

☐ CHAW

☐ Other:

What is your agency doing to develop this competency? Check type of participation. Enter specific examples in the text box. Please enter only one example per text box.

☐ Face-to-face training [Add](#)

☐ Conference workshop [Add](#)

☐ Staff in-service [Add](#)

☐ Live Webcast [Add](#)

When you select who you have contacted you will get additional options regarding if you received the help or not. If you select 'No', there will be options as to why you did not receive assistance as shown in the screenshot below:

1. MCH Knowledge Base [\[Top\]](#) [\[Bottom\]](#)

1a. Demonstrate the use of a systems approach to explain the interactions among individuals, groups, organizations and communities.

Please rate your agency's collective skill level.
Skill Level: ☒ 1-Novice ☐ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert

☒ Plan to work on this competency this contract year ☐ Request technical assistance

☐ Not focusing on this competency this contract year Requested:03/07/2012
Response:03/23/2012

Who did you contact for technical assistance or by whom were you contacted in response to your request? (Check all that apply)

☒ DPH Staff

Did your agency receive the requested Technical Assistance? ☐ Yes ☒ No

If no, why not?

☐ No one got back to me

☐ Expertise not available

☐ Lack of funds to support need

☐ Technical assistance scheduled/arranged for future date

☐ Other:

☐ UW Extension

☐ CHAW

☐ Other:

What is your agency doing to develop this competency? Check type of participation.
Enter specific examples in the text box. Please enter only one example per text box.

NOTE: If you enter skill level 5 those fields will not be available. Please see screenshot below:

1. MCH Knowledge Base [\[Top\]](#) [\[Bottom\]](#)

1a. Demonstrate the use of a systems approach to explain the interactions among individuals, groups, organizations and communities.

Please rate your agency's collective skill level.
Skill Level: ☐ 1-Novice ☐ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☒ 5-Expert

☒ Plan to work on this competency this contract year ☐ Request technical assistance

☒ Not focusing on this competency this contract year

What is your agency doing to develop this competency? Check type of participation.
Enter specific examples in the text box. Please enter only one example per text box.

☐ Face-to-face training

☐ Conference workshop

☐ Staff in-service

☐ Live Webcast

☐ Archived webcast

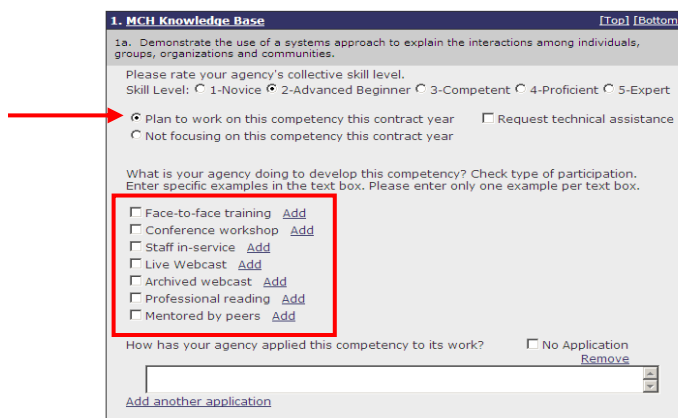
☐ Professional reading

☐ Mentored by peers

How has your agency applied this competency to its work? ☐ No Application

[Add another application](#) [Remove](#)

If you select ‘Plan to work on this competency this contract year’ for Skill Level 1, 2, 3, or 4, you will be provided with options to enter the participation for developing the competency and will also be provided with the [Add](#) option to document the specifics about the participation. **NOTE:** If you select skill level 5 – Expert – the participation options will be disabled and you will not be able to check them.



1. MCH Knowledge Base [Top] [Bottom]

1a. Demonstrate the use of a systems approach to explain the interactions among individuals, groups, organizations and communities.

Please rate your agency's collective skill level.
Skill Level: ☐ 1-Novice ☒ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert

☒ Plan to work on this competency this contract year ☐ Request technical assistance
☐ Not focusing on this competency this contract year

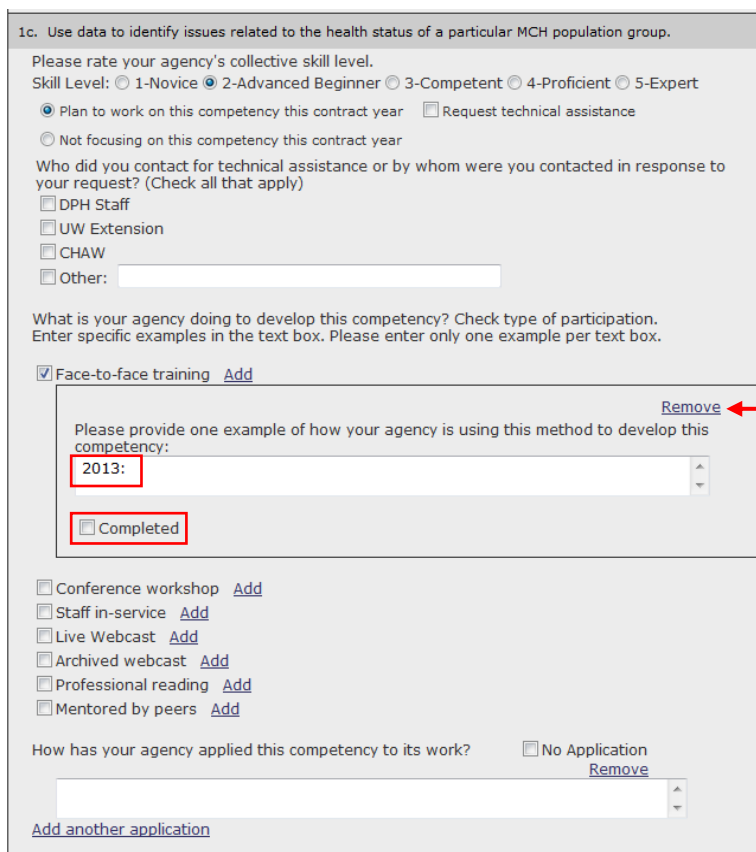
What is your agency doing to develop this competency? Check type of participation. Enter specific examples in the text box. Please enter only one example per text box.

☐ Face-to-face training [Add](#)
☐ Conference workshop [Add](#)
☐ Staff in-service [Add](#)
☐ Live Webcast [Add](#)
☐ Archived webcast [Add](#)
☐ Professional reading [Add](#)
☐ Mentored by peers [Add](#)

How has your agency applied this competency to its work? ☐ No Application [Remove](#)

[Add another application](#)

By either checking the box for the participation or clicking on [Add](#) next to the participation, it will give you a text box to document what you are doing to develop the competency. Once you check the box or click on [Add](#) and the text box appears the Contract Year will automatically appear in the text box. **Note:** If you click on [Add](#) first, the box for that type of participation will automatically be checked. Please provide only **one** example per text box of how your agency is using this participation to develop the competency. You will have 4,000 characters per text box. As you enter text it will provide you with the number of characters that you have left. When you have **completed** that participation you will need to check the ‘Completed’ box. You can select as many participations as you need to.



1c. Use data to identify issues related to the health status of a particular MCH population group.

Please rate your agency's collective skill level.
Skill Level: ☐ 1-Novice ☒ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert

☒ Plan to work on this competency this contract year ☐ Request technical assistance
☐ Not focusing on this competency this contract year

Who did you contact for technical assistance or by whom were you contacted in response to your request? (Check all that apply)

☐ DPH Staff
☐ UW Extension
☐ CHAW
☐ Other:

What is your agency doing to develop this competency? Check type of participation. Enter specific examples in the text box. Please enter only one example per text box.

☒ Face-to-face training [Add](#) [Remove](#)

Please provide one example of how your agency is using this method to develop this competency:

2013:

☒ Completed

☐ Conference workshop [Add](#)
☐ Staff in-service [Add](#)
☐ Live Webcast [Add](#)
☐ Archived webcast [Add](#)
☐ Professional reading [Add](#)
☐ Mentored by peers [Add](#)

How has your agency applied this competency to its work? ☐ No Application [Remove](#)

[Add another application](#)

Example of participation entered:

1b. Demonstrate a working understanding of the MCH Life Course Model.

Please rate your agency's collective skill level.
Skill Level: ☐ 1-Novice ☒ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert

☒ Plan to work on this competency this contract year ☐ Request technical assistance
☐ Not focusing on this competency this contract year

Who did you contact for technical assistance or by whom were you contacted in response to your request? (Check all that apply)

☐ DPH Staff
☐ UW Extension
☐ CHAW
☐ Other:

What is your agency doing to develop this competency? Check type of participation. Enter specific examples in the text box. Please enter only one example per text box.

☐ Face-to-face training [Add](#)
☐ Conference workshop [Add](#)
☐ Staff in-service [Add](#)
☐ Live Webcast [Add](#)
☐ Archived webcast [Add](#)
☒ Professional reading [Add](#)

Please provide one example of how your agency is using this method to develop this competency:

2013: Reviewed "Rethinking MCH: The Life Course Model as an Organizing Framework Concept Paper" from the U.S. Dept. of Health and Human Services at the staff meeting on 01/04/2013.

Characters left: 3820

☒ Completed

[Remove](#)

☐ Mentored by peers [Add](#)

NOTE: To add more than one example of a participation such as two professional readings, you will click on the [Add](#) button next to Professional Reading after you have entered the first one.

Note the option to [Remove](#).

You can then add documentation on how your agency has applied this competency to your work. Please provide only **one** application per text box of how your agency is applying the competency to your work. You will have the option to [Add another application](#). As you enter text in the box, the Contract Year will automatically appear in the text box. At times the cursor will jump in front of the year, so you will need to move the cursor behind the colon before you start typing. You will have 4,000 characters per text box. As you enter text it will provide you with the number of characters that you have left. You also have the ability to [Remove](#) an application. You also have the option to check "No Application".

☒ Professional reading [Add](#)

Please provide one example of how your agency is using this method to develop this competency:

Reviewed "Rethinking MCH: The Life Course Model as an Organizing Framework Concept Paper" from the U.S. Dept. of Health and Human Services on 01/04/2012.

☒ Completed

[Remove](#)

☐ Mentored by peers [Add](#)

How has your agency applied this competency to its work? ☐ No Application [Remove](#)

[Add another application](#)

1c. Use data to identify issues related to the health status of a particular MCH population group.

Please rate your agency's collective skill level.
Skill Level: ☐ 1-Novice ☐ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert

What is your agency doing to develop this competency? Check type of participation. Enter specific examples in the text box. Please enter only one example per text box.

☐ Face-to-face training
☐ Conference workshop
☐ Staff in-service
☐ Live Webcast
☐ Archived webcast
☐ Professional reading
☐ Mentored by peers

How has your agency applied this competency to its work? [Remove](#)

If your agency has not applied the competency to its work you will check the 'No Application' box. If you have entered something and would like to remove it you will click on [Remove](#).

NOTE: You can add an application without completing what your agency is doing to develop the competency.

Example of application entered:

How has your agency applied this competency to its work? ☐ No Application [Remove](#)

2013: The Life Course Framework PowerPoint was used at the Child Development Collaborative Partners meeting on 01/09/2013.

[Add another application](#) Characters left: 3878

Once you have entered the information don't forget to click '**Update**' located at either the top or bottom of the screen. You will then be taken back to the summary screen where you will have the option to View/edit or Delete the entry.

SPHERE

SPHERE Home
Activities
Individual/HH
Follow-up
Community
System
Data Export
Brief Contact
MCH Core Competencies
WHFI Partnership Tool
Reports
Administration
Log Out

MCH Early Childhood Systems Competency Tool

Contract Year	Date	Completed	Final for Contract Year
2012	01/03/2012		


[Add New](#)

Select...
Select...
View/Edit
Delete

If you try to mark the tool as '**Completed**' and you have not entered a skill level (i.e. 1 – Novice, 2 – Advanced Beginner, etc.) for each competency you will get the following pop-up message:

MCH Early Childhood Systems Competency Tool

Windows Internet Explorer

 For this Tool to be marked as Completed a skill level must be entered for each Competency.

[Return to List](#)

OK

Completed: ☒ Final for Contract Year: ☐

[Purpose of this Tool](#) [Design Considerations](#) [Reporting Tips](#)

1. MCH Knowledge Base [\[Top\]](#) [\[Bottom\]](#)

1a. Demonstrate the use of a systems approach to explain the interactions among individuals, groups, organizations and communities.

Please rate your agency's collective skill level.

Skill Level: ☐ 1-Novice ☐ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert

☐ Plan to work on this competency this contract year ☐ Request technical assistance

☐ Not focusing on this competency this contract year

NOTE: When a new data entry is entered for a Contract Year, the Skill Level will be copied over from the previous "Final for contract year".

You will continue to make your entries by clicking on 'Add new' which will provide you with the most recent copy of the tool that you just completed. Here is an example of what a List would look like with more than one data entry.

Contract Year	Date	Completed	Final for Contract Year
2012	02/05/2012		Select...
2012	01/05/2012		Select...

[Add New](#)

The Follow-up tab in SPHERE will be used to track the progress and provide reminders to all staff. The notice/reminders will be seen on the follow-up tab by all staff. 'Completed' must be checked to indicate when the initial is completed and the requirement has been fulfilled for the initial due date of January 31, 2013. This will also stop issuing reminders for the initial entry for the year. You will select 'Final for Contract Year' when it is completed for the Contract year to meet reporting requirements by January 31, 2014. This will also stop issuing reminders for the contract reporting deadline of January 31, 2014.

MCH Core Competencies Tool:

The baseline for 2013 is due by 01/31/2013.

Clients and Entries Needing Follow-up:

Prenatal Care Plan:	0 Clients	Show Clients
Program Enrollment: Risk Factor Documentation	0 Entries	Show Entries
Health Teaching:	0 Entries	Show Entries
Referral & Follow-up:	0 Entries	Show Entries

[Printer-friendly Version](#)

Marking 'Final for Contract Year':

In order to mark the MCH Core Competency as 'Final for Contract Year' every competency marked as 'Plan to work on this competency this contract year' for Skill Level 1 – Novice, 2 – Advanced Beginner, 3 – Competent, or 4 – Proficient must have entries for either how the competency will be developed or how you have applied it to your work. If you do not have that entered you will get the following message as shown in the screenshot below:

The screenshot shows the SPHERE web application interface. On the left is a navigation menu with links: SPHERE Home, Activities, Individual/HH, Follow-up, Community, System, Data Export, Brief Contact, MCH Core Competencies, WHFI Partnership Tool, Reports, Administration, and Log Out. The main content area has a header with the SPHERE logo and a navigation bar. Below the header, there are 'Domain Navigation Links' for 12 different competencies. A 'Windows Internet Explorer' message box is displayed, stating: 'For this Tool to be marked as Final for Contract Year all competencies that your agency plans to work on this contract year must have an explanation for how the competency will be developed or applied to its work.' Below the message box, there is a form for entering data. The form includes fields for 'Date' (04/11/2012), 'Contract Year' (2012), and checkboxes for 'Completed' (unchecked) and 'Final for Contract Year' (checked). There are also links for 'Purpose of this Tool', 'Design Considerations', and 'Reporting Tips'. Below the form, there is a section for '1. MCH Knowledge Base' with a '[Top] [Bottom]' link. The section contains a description of the competency and a form for rating the agency's collective skill level. The skill level is rated as '2-Advanced Beginner' (selected). There is also a checkbox for 'Request technical assistance' which is checked. The form includes fields for 'Requested' (04/11/2012) and 'Resolved' (03/11/2012).

SPHERE

SPHERE Home

Activities

Individual/HH

Follow-up

Community

System

Data Export

Brief Contact

MCH Core Competencies

WHFI Partnership Tool

Reports

Administration

Log Out

Domain Navigation Links:

1. MCH Knowledge Base

2. Self-Reflection

3. Ethics and Professionalism

4. Critical Thinking

5. Communication

6. Negotiation and Conflict Resolution

7. Cultural Competency

8. Family-Centered Care

9. Developing Others through Teaching and Mentoring

10. Interdisciplinary Team Building

11. Working with Communities and Systems

12. Policy and Advocacy

Expert All

Windows Internet Explorer

For this Tool to be marked as Final for Contract Year all competencies that your agency plans to work on this contract year must have an explanation for how the competency will be developed or applied to its work.

OK

Date: 04 / 11 / 2012

Contract Year: 2012

Completed: ☐ Final for Contract Year: ☒

[Purpose of this Tool](#) [Design Considerations](#) [Reporting Tips](#)

1. MCH Knowledge Base [Top] [Bottom]

1a. Demonstrate the use of a systems approach to explain the interactions among individuals, groups, organizations and communities.

Please rate your agency's collective skill level.

Skill Level: ☐ 1-Novice ☒ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert

☒ Plan to work on this competency this contract year ☒ Request technical assistance

☐ Not focusing on this competency this contract year

Requested: 04/11/2012

Requested: 03/11/2012

Resolved: 03/27/2012

If you get that message and you click on 'OK', you will be taken to the first one you have entered that you 'Plan to work on this competency this contract year' and do not have an entry for either how the competency will be developed or how you have applied it to your work.

The screenshot shows a competency entry form for '1f. Describe health disparities within MCH populations and offer strategies to address them.' The form includes a description of the competency and a form for rating the agency's collective skill level. The skill level is rated as '2-Advanced Beginner' (selected). There is also a checkbox for 'Request technical assistance' which is checked. The form includes fields for 'Requested' (04/11/2012) and 'Resolved' (03/11/2012).

1f. Describe health disparities within MCH populations and offer strategies to address them.

Please rate your agency's collective skill level.

Skill Level: ☐ 1-Novice ☒ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert

If you have not entered how you are developing the competency and check ‘No application’ for how you are applying it to your work you will get the same message:

1f. Describe health disparities within MCH populations and offer strategies to address them.

Please rate your agency's collective skill level.
 Skill Level: ☐ 1-Novice ☒ 2-Advanced Beginner ☐ 3-Competent ☐ 4-Proficient ☐ 5-Expert

☒ Plan to work on this competency this contract year ☐ Request technical assistance

☐ Not focusing on this competency this contract year Requested: 03/12/2012
 Resolved: 03/12/2012

Who did you contact for technical assistance or by whom were you contacted in response to your request? (Check all that apply)

☐ DPH Staff
☐ UW Extension
☐ CHAW
☐ Other:

What is your agency doing to develop this competency? Check type of participation. Enter specific examples in the text box. Please enter only one example per text box.

☐ Face-to-face training [Add](#)
☐ Conference workshop [Add](#)
☐ Staff in-service [Add](#)
☐ Live Webcast [Add](#)
☐ Archived webcast [Add](#)
☐ Professional reading [Add](#)
☐ Mentored by peers [Add](#)

How has your agency applied this competency to its work? ☒ No Application [Remove](#)

MCH Early Childhood Systems Competency Tool

General Information: [Update](#) [Return to List](#)

Name of Agency: Washington County Health Department


Date: 04 / 11 / 2012

Contract Year: 2012

Completed: ☐ Final for Contract Year: ☒

[Purpose of this Tool](#) [Design Considerations](#) [Reporting Tips](#)

Windows Internet Explorer

 For this Tool to be marked as Final for Contract Year all competencies that your agency plans to work on this contract year must have an explanation for how the competency will be developed or applied to its work.

[OK](#)

☒ Plan to work on this competency this contract year ☒ Request technical assistance

☐ Not focusing on this competency this contract year Requested: 04/11/2012
 Requested: 03/11/2012
 Resolved: 03/22/2012

Who did you contact for technical assistance or by whom were you contacted in response to your request? (Check all that apply)

Once you have marked the MCH Core Competency Tool as ‘**Final for Contract Year**’ you will not be able to add a new activity for the Contract Year. This is the message you will receive if you try to add a new activity and it has been marked as ‘**Final for Contract Year**’:

Screenshot showing ‘Final for Contract Year’:

MCH Early Childhood Systems Competency Tool
Bureau of Family and Community Health

Contract Year	Date	Completed	Final for Contract Year	
2012	01/05/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Select... ▼

[Add New](#)

If you attempt to ‘Add New’ for the same Contract Year:

MCH Early Childhood Systems Competency Tool

General Information:

Date: 08 / 14 / 2012

Contract Year: 2012

[Continue](#) [Return to List](#)

You will get the following message:

SPHERE Home

Activities

Individual/HH

Follow-up

Community

System

Data Export

Brief Contact

MCH Core Competencies

WHFI Partnership Tool

Reports

Administration

Log Out

Another entry for the contract year you have specified has been marked "Final for Contract Year", dated 01/05/2012. Additional entries for this year cannot be added.

[Return to List](#)